

SOC LECTURE OUTLINE

~~CONFIDENTIAL~~INTRODUCTION TO SCC

- I. Purpose of Course.
 - A. Introduction to the general problems, principles, and tools of intelligence work. Does not go into CIA activity as such.
 - B. Is first part of training pattern, and integrated with advanced work.
- II. Composition of Group.
 - A. Varied backgrounds and experience. Slant is toward the new intelligence officers without experience in other organizations. Old hands should not underestimate, and should have right attitude.
- III. Materials and Topics Covered.

(Here discuss contents of schedule. Note that USSR week is for background rather than training as such.)
- IV. Training Methods.
 - A. The staff is friendly, approachable. Our methods are informal.
 - B. We attempt to present an integrated training program instead of a number of uncoordinated lectures. Subject matter, however, is not equally pertinent to everybody.
 - C. Methods:
 1. Study guides and reading materials. (Read manuals before lectures.)
 2. Lectures. (Ask questions when you don't understand.)
 3. Seminar discussions.
 4. Demonstrations.
 5. Reporting and editing problems.
 6. Interviewing problems. (Stress synthetic nature; instructors are play-acting -- don't be alarmed, etc.)
 7. Critiques.
 8. Written examinations - objective type.

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NOTE: All papers: classify, put name, date, and class number in upper right hand corner. Put in tray for collection. Will be handed back for critique, then collected for the files.

Don't write on briefing sheets or kit materials. Turn in briefing sheets with reports.

Necessary to type. Must proof-read before handing in.

Purpose of quizzes: To determine how well students understand and also the adequacy of presentation.

V. Evaluations.

- A. Training staff charged by the organization with evaluating student performance and abilities. However, only a secondary function. Our goal: integration of training and evaluation.
- B. Need for high standards in CIA.
- C. Methods:
 1. Scoring of papers. (Superior, excellent, satisfactory, unsatisfactory)
 2. Final report. (Emphasizing progress and potentiality.)
 3. Do not work to obtain scores, but in order to learn. Don't try to guess "School solution". Don't "fight" the problems.

VI. What Students Can Expect.

- A. Guidance, indoctrination in basic tools, objectives and techniques. Cooperation from the instructors. Bring all personal or other difficulties to chief instructor or others.

VII. What Organization Expects.

- A. Initiative. Class participation. Clear up all difficulties as you go along.
- B. Hard work. Some pressure on the course. Occasional overtime may be necessary. Clear up all personal problems likely to interfere, before the course begins, or drop out until later.
- C. Regular attendance. Be on time. We have full claim on your time.
- D. Individual work. Is essential. Do your own work. Don't help each other. Don't count on what you may have heard from previous students.

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- E. ~~Security~~. Fundamental. Especially, ~~personal~~ security (protect yourself and your background -- but on other hand, don't clean up), instructors, and materials. Don't discuss course, its contents and methods with anyone except your immediate superior. (Specific instructions will be given immediately following this introduction.)

VIII. Summary.

- A. Emphasize seriousness of business. The organization needs well motivated, well qualified, and well trained individuals. We want to help you.

IX. Instructions.

- A. Telephones; messages; library; care of classroom.
- B. Working after hours - how to get in and out.
- C. No parking available.
- D. Where to eat.
- E. Care of typewriters.
- F. Materials - in cabinet. Don't take more than you need. Don't waste materials.
- G. If you feel ill, what to do.
- H. Auditors - sign in and out.
- I. Fire drill.
- J. Leaving papers, "coke" bottles, etc. in desks over night or at end of course.
- K. Security Officer for day - empty trash before 2:00 p.m.

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